Chapter 23 - Restitution Module - RST

Restitution Tracking Module

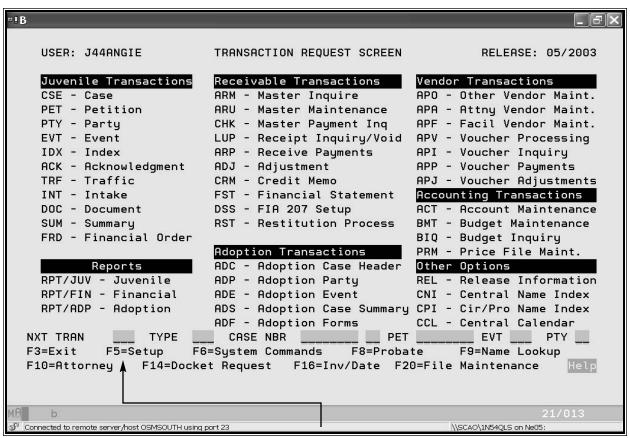
This module is used to track restitution owed and payed to victims. The user will be able to track which victims each order is owed to, how much has been paid and how much has been vouchered to the victims.

There are several areas of the Restitution module that will be explained through out this chapter. They are:

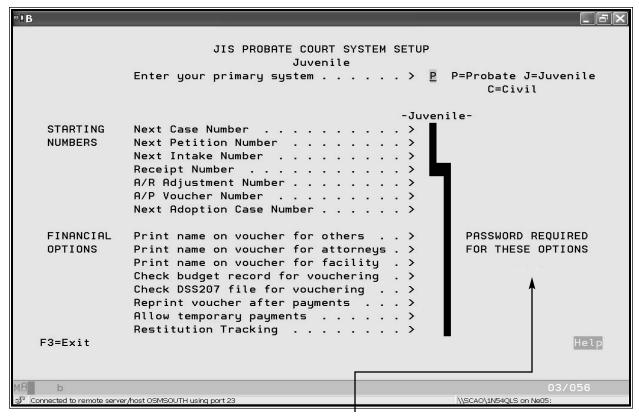
- 1. Restitution setup.
- 2. Security.
- 3. Victim Entry.
- 4. Entering RST financial orders.
- 5. Modifying existing RST financial orders.
- 6. Processing Receipts.
- 7. Processing Credit Memo's.
- 8. Processing Adjustments.
- 9. Processing Vouchers.
- 10. RST inquiry.

Restitution Setup:

This process will only have to be done once. Once the system is set for restitution tracking it will continue to track until it is turned off.

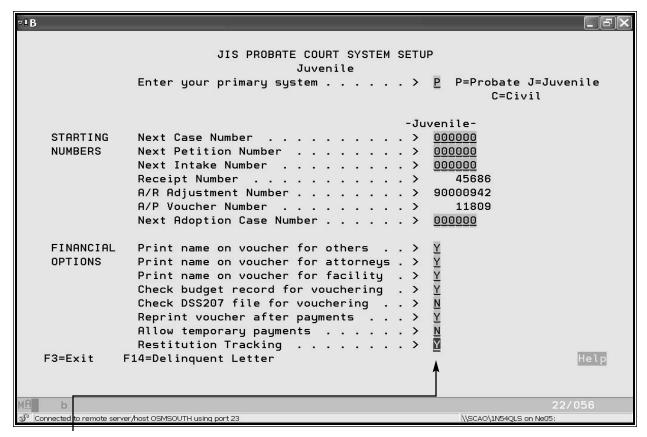


From the Juvenile transaction request screen, press <F5> and the system will return the following screen.



Enter your three letter/number password and then press <Enter>. The system will return the following screen.

NOTE: If the password field does not display, you do not have authority to make changes to this screen. You must have your security administrator make these changes.



Enter a "Y" in the Restitution Tracking field and press <Enter>. The system will now start tracking restitution.

Entering Victims

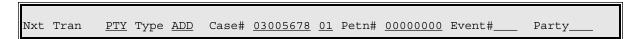
Before adding or changing financial orders, all victims must be added to the party screen. The following rules apply to adding victims.

- 1. Victims must be entered using the party type V01, V02, etc. per case.
- 2. The petition number that the victim belongs to must be entered for the victim.
- 3. The victim name on the party screen must match exactly to the vendor name for that victim.

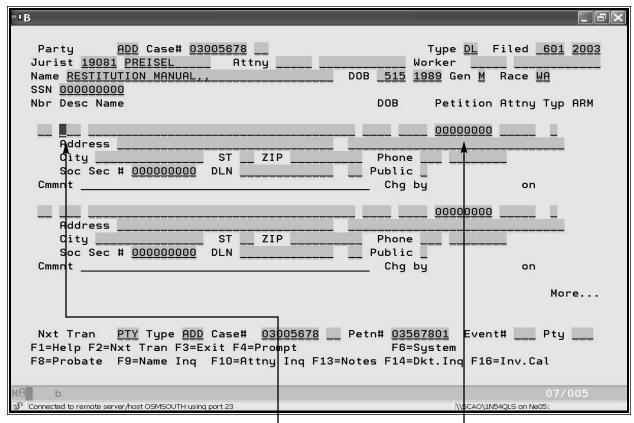
Accessing the Juvenile Party Screen:

To access the account maintenance screen, insert **PTY** in the Next Tran field and **ADD** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:



The following screen will be returned for you.



Enter the victim as a party. Note that the "Desc" field must start with a "V" and be numbered 01, 02, 03. No two victims can have the same victim number. Also note that the petition number must be filled in to associate the victim with a petition.

After you have entered all information pertaining to the victim, press <Enter> and the system will save the information.

Entering New RST Financial Orders

The process of adding restitution financial orders is as follows.

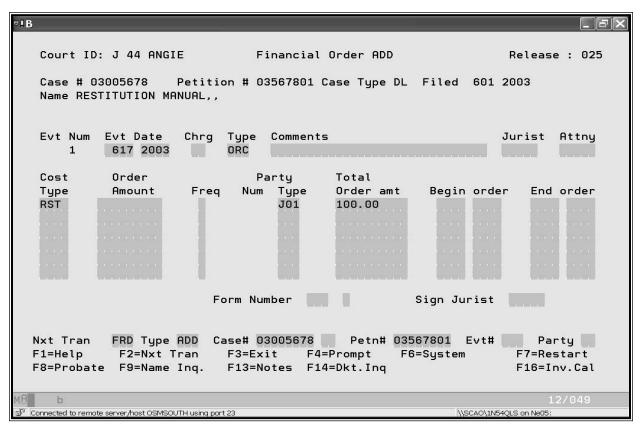
Accessing the Financial Order Screen:

To access the account maintenance screen, insert **PTY** in the Next Tran field and **ADD** in the type field as shown below along with the case, suffix and petition numbers and press <Enter>.

Juvenile Next Tran Line:

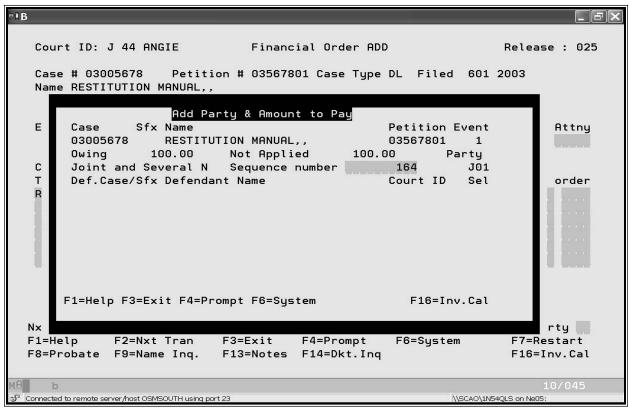
```
Nxt Tran <u>FRD</u> Type <u>ADD</u> Case# <u>03005678</u> <u>01</u> Petn# <u>03567801</u> Event#___ Party___
```

The following screen will be returned for you.



Enter the restitution financial order as you would normally enter a financial order and press <Enter>. The system will return the following screen.

NOTE: You must be using the Price File code of "RST" for restitution orders in order for the system to process them correctly.



Following are explanations of the above highlighted fields.

~Case, Sfx, Name~

This area will display the case number, suffix number and the case name of the juvenile.

~Petition~

This is the petition that you are adding the restitution order to.

~Event~

This is the event number that you are adding the financial order to.

~Owing~

This is the total amount of restitution that is owed by the juvenile.

~Not Applied~

This is the total amount that has NOT bean applied to the victims.

~Partv~

This is the party type that was ordered to pay the restitution.

~Joint and Several~

This field indicates whether this order is joint and several or not.

NOTE: This option is not available and will not be available until a future release.

~Sequence Number~

The sequence number is used to tie defendants together. This field will default to the next available number, do not change this number.

~Defendant Case/Sfx~

This area is used to show joint and several defendants.

~Defendant Name~

This area is used to show the joint and several defendants names.

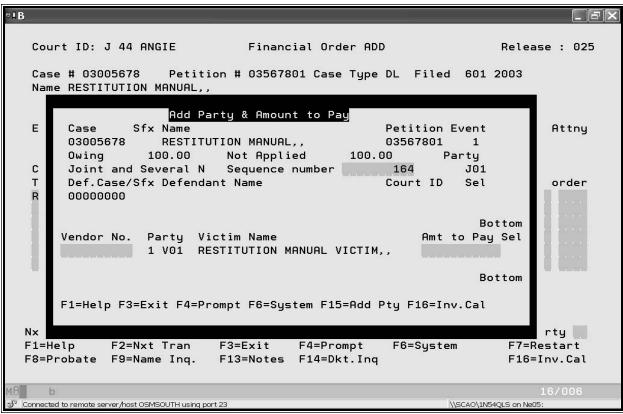
~Court ID~

This is the number that is given to the co-Defendant for identification purposes.

~Select~

This field is used to inquire on co-defendants.

The "Add Party & Amount to Pay" screen needs no data entry. Press <Enter> and the system will return the following screen.



The system will return to you the "Add Party & Amount to Pay" screen. The following is a description of the fields that you will need to fill out.

~Vendor Number~

Enter the vendor number that is assigned to this party. The vendor number is a unique number assigned to an individual or company. You can use any number/letter combination for this number. By prompting <F4> you can search vendors and find the number that you want to use or add a new number.

NOTE: If you prompt and use an existing vendor number, the name that you entered on the party screen must match the vendor name assigned to that vendor EXACTLY.

Example: If the vendor name is SMITH, JOHN, JAMES. Then the victim name on the party screen must be SMITH, JOHN, JAMES. It can NOT be SMITH, JOHN, J. If there are any discrepancies between the names, the system will return a message and not let you enter that financial order until the names are fixed.

~Amount to Pay~

Enter the amount that is owed to this victim. The total amount entered on the lines for the victims must match the total amount owed for this restitution order.

After you have entered all pertinent information on this screen, press <Enter> and then press <F3>. This order has been set up for Restitution Tracking. The system will return you to the Financial Order Add screen.

Modifying Existing RST Financial Orders

The following will explain how to modify existing restitution orders that have either never bean paid on or have had payments applied to them so they can be tracked through the Restitution Module.

Modifying a Restitution Order that has had payments applied to it:

The first step in this process is to determine the amount of money that is still due on the restitution order. To do this, the user will need to access the Accounts Receivable Master screen (ARM).

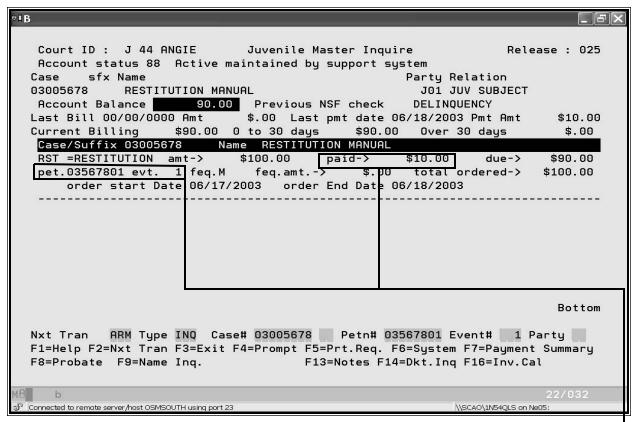
Accessing the ARM Screen:

To access the master inquiry screen, insert **ARM** in the Next Tran field along with the case/suffix and party number that the financial order was added to as shown below and press <Enter>.

Juvenile Next Tran Line:



The following screen will be brought back to you, displaying the parties account.



Displayed are the financial orders for this party. <Page Up> or <Page Down> to find the financial order you are looking for. Once found, determine the amount paid by looking at the "Paid" field on the order. You will also want to make a note of the petition and event number assigned to this financial order.

After you have determined the total amount paid on this RST order, you will need to modify that financial order. The steps are as follows:

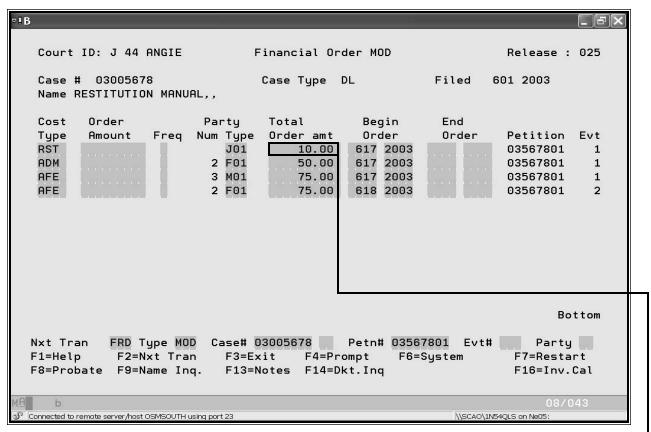
Accessing the Financial Order Screen:

To access the financial order screen, insert **FRD** in the Next Tran field along with the case/suffix number that the financial order was added to as shown below and press <Enter>.

Juvenile Next Tran Line:



The following screen will be brought back to you, displaying the financial orders.



After you have found the financial order for the restitution that you want to change, enter the total amount that was paid (the information that you gathered from the ARM screen) into the "Total Ordered Amount" field of that financial order.

NOTE: You will need to determine the difference between the total amount paid and the amount that was actually ordered as you will have to enter a new financial order for that amount to restart the restitution order.

Press <Enter> and the system will save the change.

The next step is to add a new financial order for the remaining amount that still needs to be paid. This is calculated by taking the original total amount ordered and subtracting the amount paid. The balance from that will be the total amount ordered for your new financial order.

Please follow the instructions for "Adding a new RST Financial Order" in the beginning of this chapter.

Modifying Existing RST Financial Order that has had no payments applied:

If there has been no payments applied to the financial order that you want to modify for restitution tracking, follow the instructions below:

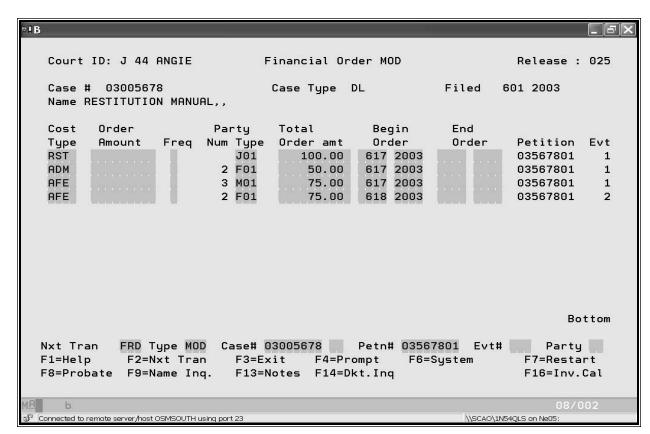
Accessing the ARM Screen:

To access the master inquiry screen, insert **FRD** in the Next Tran field along with the case/suffix number that the financial order was added to as shown below and press <Enter>.

Juvenile Next Tran Line:



The following screen will be brought back to you, displaying the financial orders.



Field exit or delete all fields of the financial order that you want to modify.

NOTE: Make a note of all information from this financial order as you will need it to reenter the order for restitution tracking.

Press <Enter> and the system will delete the financial order. You must re-enter the financial order. Follow the steps listed in the "Adding New Restitution Financial Orders" in the beginning of this chap-

Processing Receipts for RST Orders:

The following will explain how to receipt money for a RST financial order.

Accessing the ARP Screen:

To access the master inquiry screen, insert **ARP** in the Next Tran field along with the case/suffix and party number that the financial order was added to as shown below and press <Enter>.

Juvenile Next Tran Line:

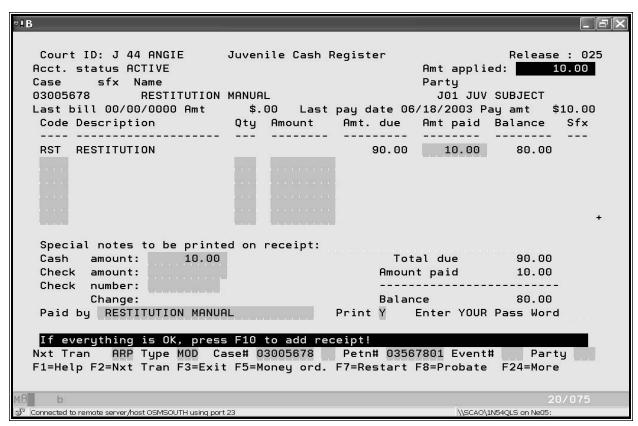


The following screen will be brought back to you, displaying the financial orders.

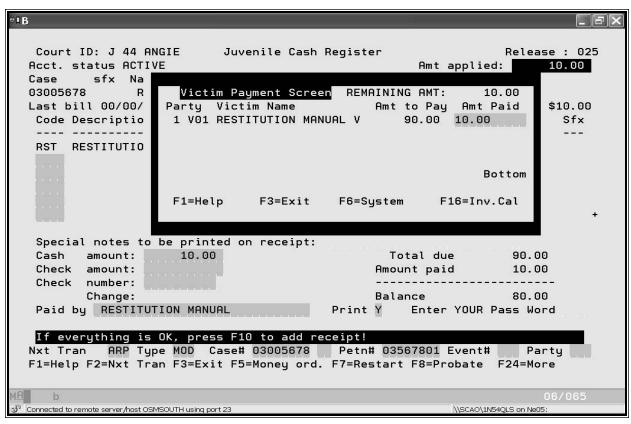


- 1. Enter the amount paid in the "Amt Paid" field.
- 2. Enter the payment type information.
- 3. Enter the name of the person that paid in the "Paid By" field.
- 4. Enter your password.

Press <Enter> and the system will display the following screen.



The system has made its calculations for this receipt. Check and make sure all figures are correct and that you want to continue. A message is displayed "If everything is ok, press F10 to add receipt!". Until you press $\langle F10 \rangle$, you are working in a scratch pad environment. At any time before you press $\langle F10 \rangle$, you can press $\langle F3 \rangle$ and exit this transaction without any receipt being written. If everything is ok, press $\langle F10 \rangle$ and the system will display the following screen.



The system is now requiring you to distribute the money to the proper victims. Enter the amount that you want to pay each victim. All amounts must equal the total amount applied to the restitution order of this receipt. After you have entered the amounts to pay all victims, press <Enter> and the system will process the receipt.

NOTE: At this time if the victim you are looking for is not displayed on the screen or if you do not want to process the receipt. Press <F3> and the system will exit from this screen and cancel this transaction.

Processing a Credit Memo for RST Financial Orders:

The following will explain how to process a credit memo for a RST financial order.

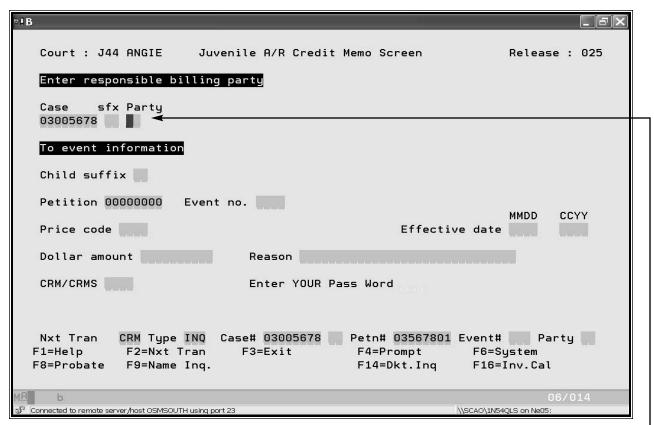
Accessing the CRM Screen:

To access the master inquiry screen, insert **ARP** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:

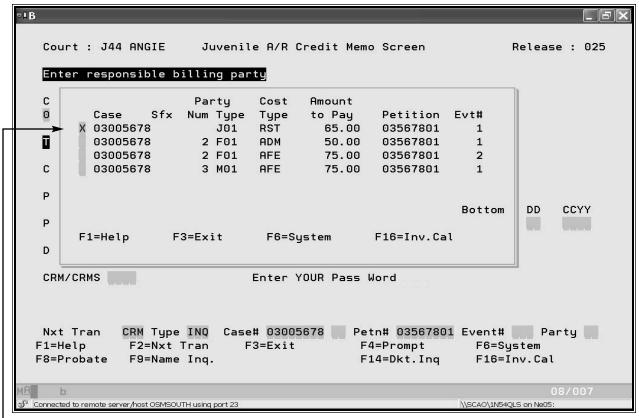


The following screen will be brought back to you, displaying the financial orders.

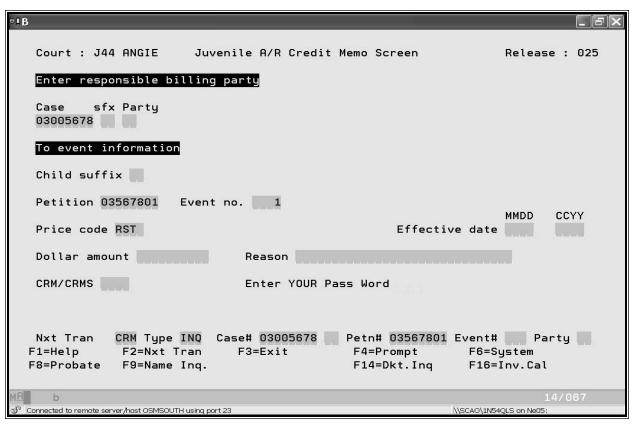


Enter the case number and suffix number in the case/sfx fields and then prompt <F4> on the "party field.

The system will display the following screen.



Enter an "X" to the left of the financial order that you want to credit and then press <Enter>. The system will display the following screen.



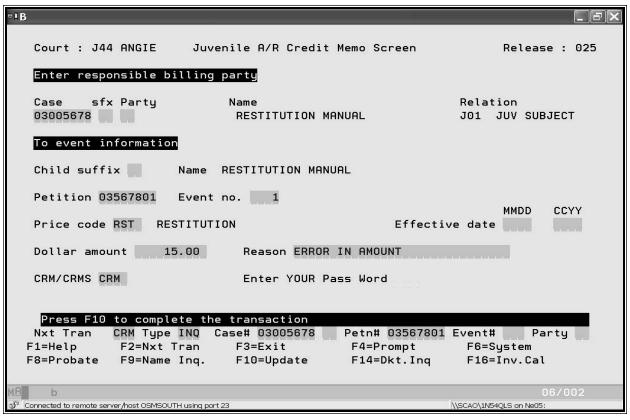
The system has entered all information possible from the financial order. You must enter the following information:

- 1. Effective Date (Only enter an effective date if there is one listed on the PRM screen for this price file).
- 2. Dollar amount to be credited.
- 3. If this is a CRM/CRMS.
- 4. Your financial password.

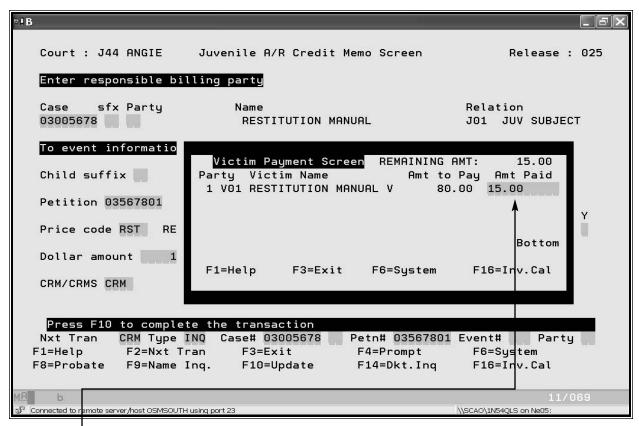
After you have entered the above information, your screen should resemble the following screen.



Verify that all information is correct and then press <Enter>. The system will evaluate your entries and either return a message or display the following screen.



Press <F10> to update. The system will display the following screen.



The system will display all victims attached to this financial order and the amount remaining to be paid to them. Enter the amount that each victim should be credited and then press <Enter>. The system will process the credit memo and print a credit receipt for your records.

NOTE: Until you press <Enter> after distributing the money, the system has not processed the credit. If at any time you want to cancel this transaction, press <F3> and the system will cancel the credit memo.

Processing an Adjustment for RST Financial Orders:

The following will explain how to process an adjustment for a RST financial order.

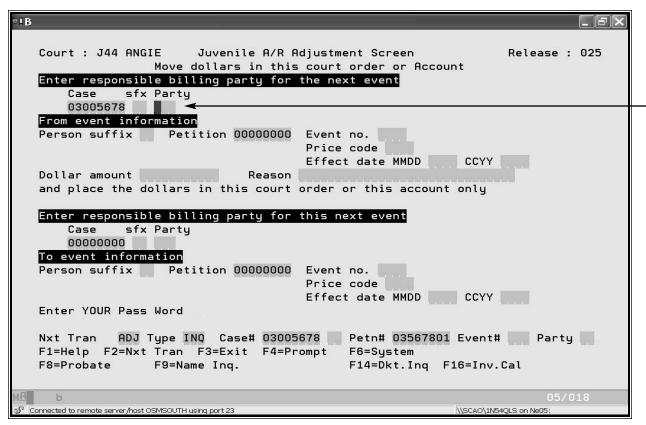
Accessing the ADJ Screen:

To access the master inquiry screen, insert **ADJ** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:

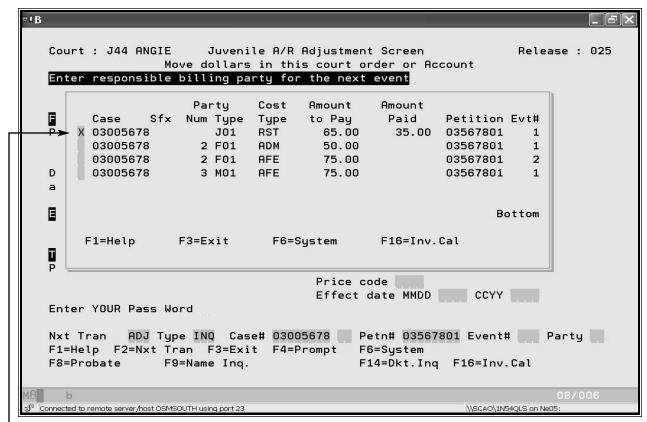


The following screen will be brought back to you, displaying the adjustment screen.

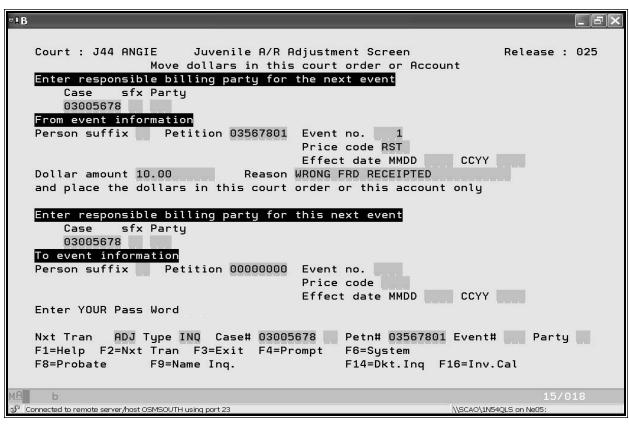


Enter the case number and suffix number in the case/sfx fields and then prompt <F4> on the "party field.

The system will display the following screen.



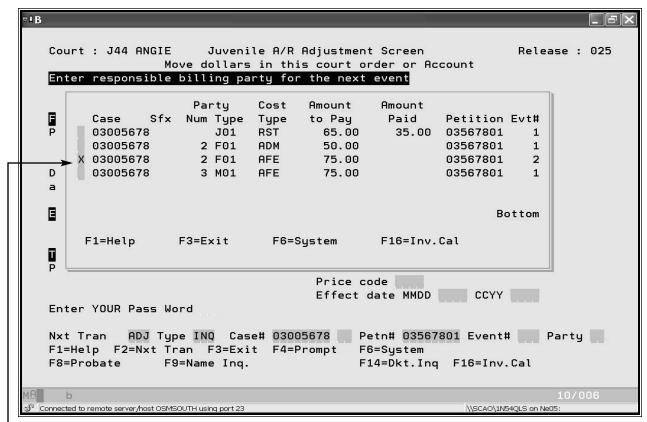
Enter an "X" to the left of the financial order that you want to adjust and then press <Enter>. The system will display the following screen.



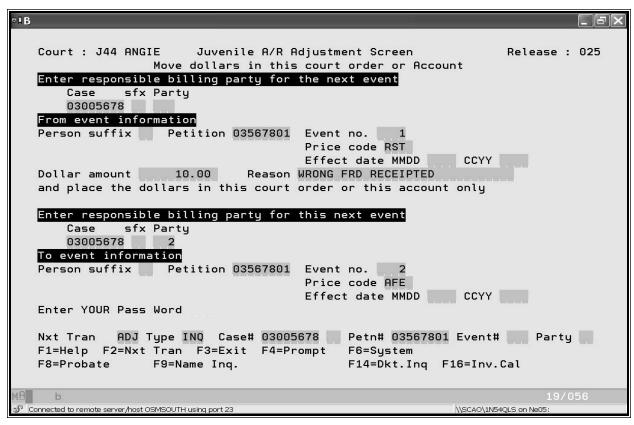
The system has entered all information possible from the financial order. You must enter the following information:

- 1. Effective Date (Only enter an effective date if there is one listed on the PRM screen for this price file).
- 2. Dollar amount to be credited.
- 3. Reason why this is being adjusted.
- 4. The Case/suffix number that this amount is being adjusted to as shown in the above screen.

Press <F4> for on the party field to select the financial order to adjust this money to. The system will display the following screen.



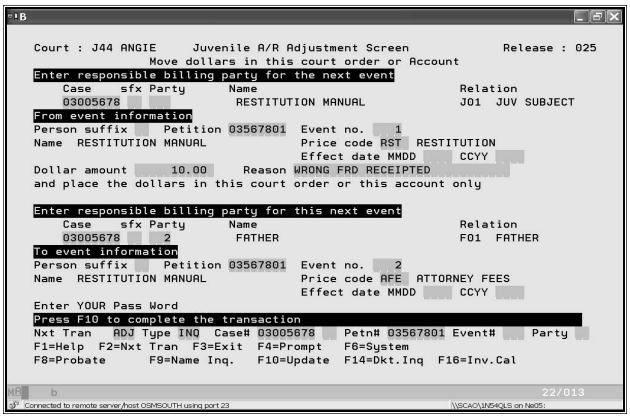
Enter an "X" to the left of the financial order that you want to adjust to and then press <Enter>. The system will display the following screen.



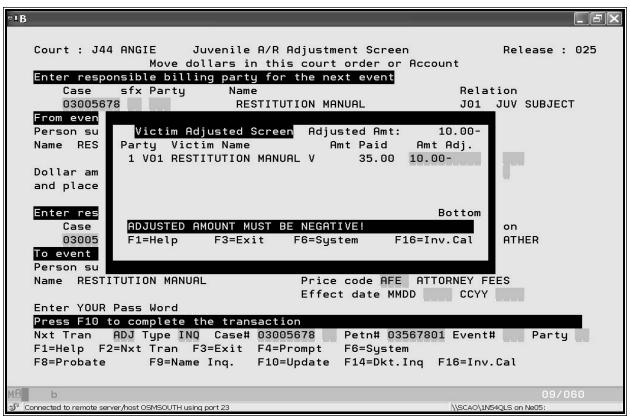
The system has entered all information possible from the financial order. You must enter the following information:

- 1. Effective Date (Only enter an effective date if there is one listed on the PRM screen for this price file).
- 2. Your financial password.

After verifying all information, press <Enter> and the system will display the following screen.

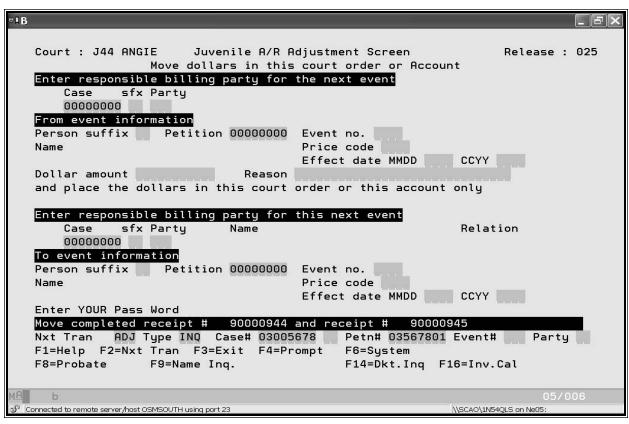


Press <F10> to update. The system will display the following screen.



The victim adjusted screen displays. Enter the negative amount being adjusted as shown in the above screen.

As shown above, 10.00- needs to be adjusted. Adjust the total amount from either one or more victims and press <Enter>. The system will display the following screen.



Displayed is the receipt number that is being printed for the adjustment.

NOTE: If adjusting from an RST order to an RST order the system will display an additional screen asking which victim to distribute the adjustment to. Enter the amount for those victims and press <Enter>. The system will then display the above screen.

Restitution Inquiry

Once a financial order has been entered into the system for restitution, users can inquire on that order. The following process should be followed when inquiring.

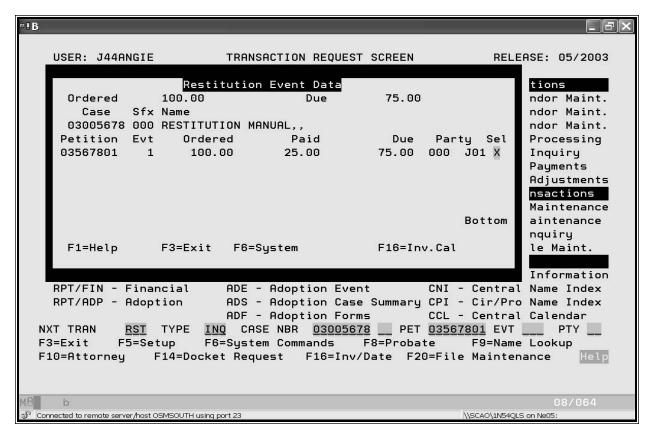
Accessing the RST Screen:

To access the master inquiry screen, insert **RST** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:



The following screen will be displayed for you.



Following are field descriptions for the above screen.

~Ordered~

This is the total amount ordered for this case. This amount includes all Restitution Financial Orders.

~Due~

This is the total amount due for this case. The amount includes all Restitution Financial Orders.

~Case Suffix Name~

This is the case number, suffix number and name of this case.

~Petition~

This is the Petition number for the financial order on that line. There may be multiple petition numbers listed here.

~Event~

This is the event number that was assigned to this financial order. There may be multiple event numbers listed here.

~Ordered~

This is the amount that was ordered to be paid for this financial order.

~Paid~

This is the amount that was paid on this financial order.

~Due~

This is the amount that is still due for this financial order.

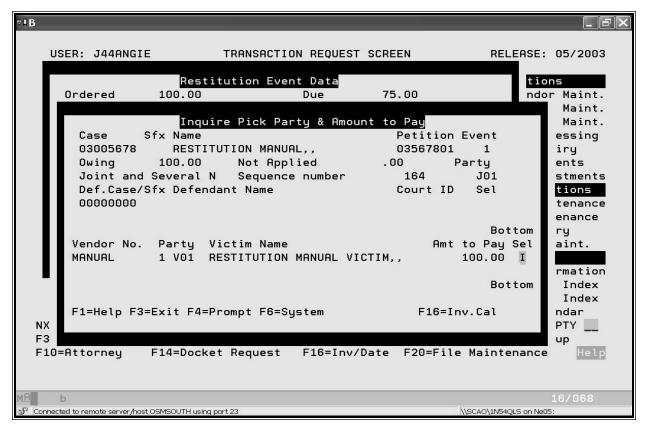
~Party~

This is the party that is responsible for paying this amount.

~Select~

Enter a "X" to select a financial order that you want to work with.

Enter an "X" to the right of the financial order that you would like to inquire on and press <Enter>. The system will return the following screen.



Following are the field descriptions for the above screen.

~Case, Suffix, Name~

This is information on the case that this order was added to, including the case number, suffix number and Juvenile's name.

~Petition~

This is the petition number that this order was entered against.

~Event~

This is the Event number that was assigned to this order.

~Owing~

This is the total amount that is owed for this order.

~Not Applied~

This is the amount that was not applied to a victim when the restitution order was set up.

~Party~

This is the party that was ordered to pay this restitution order.

~Joint and Several~

~Sequence Number~

This is the number assigned by the system linking two or more defendants restitution orders together. This number is only used in Joint and Several restitution.

~Defendant Information~

This is the co-defendants attached to this case.

~Court ID~

This is the Identification number assigned by the court to this Defendant.

~Select~

This field is used to select another Defendant to work with. By placing an "X" beside the Defendant and pressing enter, the system will switch to that defendants information.

~Vendor Number~

This is the vendor number of the victim listed. There may be more than one vendor number listed if there are multiple victims.

~Party~

This is the party number and type of the victim as taken from the Juvenile's party screen.

~Victim Name~

This is the victim's name.

~Amount to Pay~

This is the total amount that needs paid to this victim. By adding all victims amounts, the user should be able to total the total amount ordered for this restitution order.

~Select~

The only valid value for this field is "I" for Inquiry. Insert a "I" and press enter to inquire on a particular vendor.

Enter an "I" to the right of the victim that you would like to inquire on and press <Enter>. The system will return the following screen.



Following are field descriptions of the above screen.

~Amount Ordered~

This is the total amount ordered to be paid to this victim.

~Amount Received~

This is the total amount that has been paid on this financial order.

~Amount Still Due~

This is the total amount that is still due to this victim.

~Credit Memo~

This is the amount that has been credited to this victim.

~Community Service~

This is the amount that has been credited for community service for this victim.

~Vendor Identification~

This is the vendor number and name of this victim.

~Amount Collected but not vouchered~

This is the amount that has been collected for this victim, but it has not bean vouchered out yet.

~Amount Vouchered~

This is the amount that has been vouchered to the victim. If you do not process the voucher through this screen, the system will not update this field.

~Amount still owing~

This is the amount that is still owed to the victim.

~Function Keys~

The following are valid function keys on this screen.

F1 - Help

F3 - Exit

F5 - Pay Victim (This will only appear if there is money that needs vouchered out)

Processing Restitution Vouchers:

The following will explain how to process a voucher for restitution.

Accessing the RST Screen:

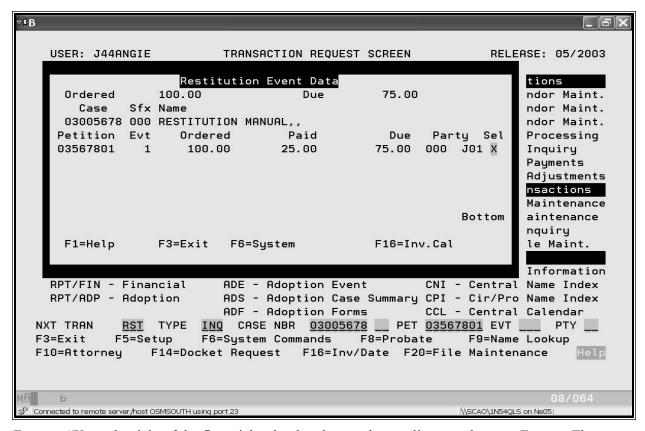
To access the restitution inquiry screen, insert **RST** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

NOTE: You must use the restitution process to voucher money to victims in order for the system to track the information. If you use the regular APV process, the system will not track the vouchers or record the information in the RST module.

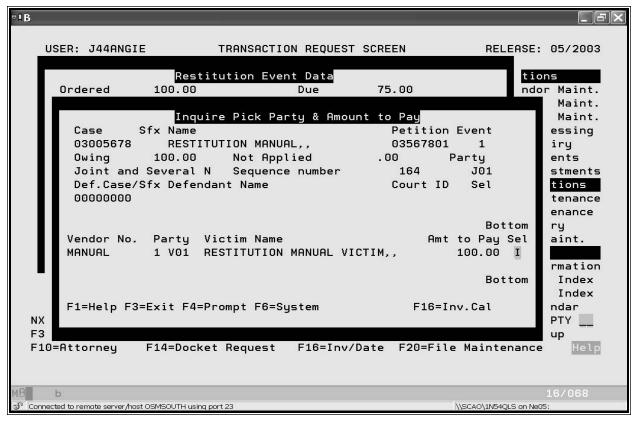
Juvenile Next Tran Line:



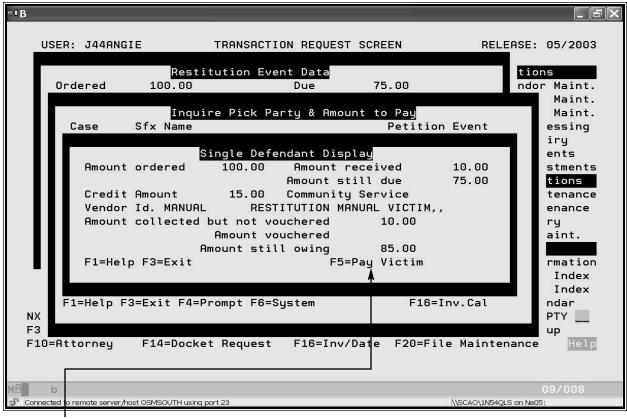
The following screen will be brought back to you, displaying the adjustment screen.



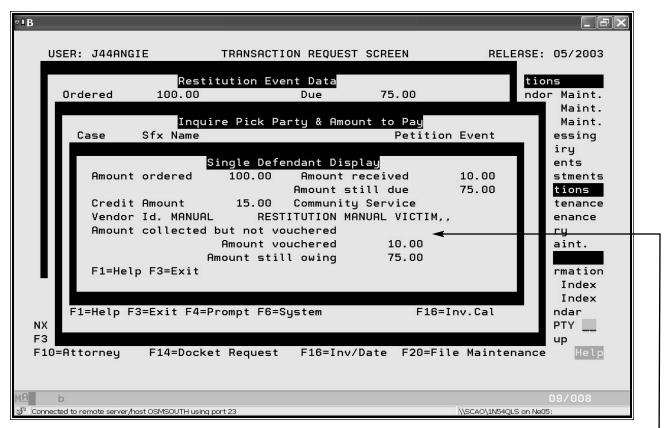
Enter an "X" to the right of the financial order that the voucher applies to and press <Enter>. The system will display the following screen.



Enter an "I" to the right of the victim that the voucher applies to and press <Enter>. The system will display the following screen.



Press <F5> to create a voucher. The system will print the voucher and display the following screen.



Notice that the amount has been moved to the amount vouchered column and the amount still owing column is reduced by the amount that was vouchered.

Following is an example of the voucher.

LAPEER CO CIRCUIT COURT/FAMILY BILLING FORM VOUCHER NO.: 0000011809
IM,, PRINT DATE: 06/18/2003
PAGE: 1 PLEASE PAY : RESTITUTION MANUAL VICTIM,, PAGE : 1 LANSING MI 48912

DATE SUB : 06/18/2003 PAY VENDOR NUMBER : MANUAL

DUE DATE : 07/01/2003 COUNTY VENDOR NUMBER : MANUAL

SSN #: 000/00/0000 PROVIDER VENDOR NUMBER : MANUAL

EXPLANATION. PRINT TIME : 12:01 EXPLANATION: REF NUMBER : TYPES OF SERVICES PROVIDED CASE NO. 3005678 0 RESTITUTION MANUAL WORKER NO WORKER
DESCRIPTION RATE FROM DATE TO DATE DAYS AMOUNT ______ TEST REST ACCOUNT \$0.00 00/00/0000 00/00/0000 \$10.00 SUB TOTAL AMOUNT \$10.00 ACCOUNT NUMBER AMOUNT ERST 23456-66664.34-2R555.451 \$10.00 TOTAL VOUCHER AMOUNT \$10.00 ORIGINAL PRINT OF VOUCHER VOUCHER HAS ONLY ONE PAGE